

# Vienna Sustainability Challenge

*The Town of Vienna strives to attain a sustainable way of living that preserves the natural environment, conserves finite resources, and supports a resilient community for future generations.*

Town of Vienna Comprehensive Plan

What is sustainability? It is a way of living that allows current communities to meet their needs without compromising the ability of future generations to meet theirs as well. The Town of Vienna's Conservation and Sustainability Commission works to help create and maintain a resilient community for future generations. Vienna businesses and non-profit organizations are a big part of that sustainable future. The Town wants to encourage and recognize organizations as they strive to improve the public's quality of life through economically, socially, and environmentally sustainable actions to benefit the community and future generations.

Participation in the program is free and 100% voluntary! Here are the details:

- The award process is a self-certification. Applicants complete a checklist to demonstrate sustainable activities.
- In the checklist, you'll see sustainable practices listed in the "Ready, Set, Go" charts. Organizations can use the "Ready, Set, Go" to help them prepare a program, or jump right into the "Go" section to document practices already in place.
- To be certified, an organization must earn between 42 and 60 points (depending on the size of the organization) as tallied on the checklist. Simply complete the application and return it to the Town of Vienna (Conservation and Sustainability Commission, 127 Center St. S, Vienna VA 22180) by April 20 to nominate your organization for Vienna Sustainability Challenge recognition.
- Your business or organization will be recognized by the Town of Vienna during the Town's Business Month in May.
- Re-certifications will require continuation of existing practices/programs, plus an additional 3-5 points in new accomplishments for the organization.

If you have any questions about this program, please contact CSC member Desiree Di Mauro at [desiree@d2t2.org](mailto:desiree@d2t2.org).

# Energy

Improve your building, upgrade lighting, and better manage energy to reduce energy bills, save money, and increase the comfort of your building.

## Ready!

- Collect one year's worth of utility bills -- 2 points
- Use LEAP's free online benchmarking tool to track energy – 2 points
- Measure the organization's carbon footprint using [www.nature.org/greenliving/carboncalculator](http://www.nature.org/greenliving/carboncalculator), [www.myfootprint.org](http://www.myfootprint.org), [www.epa.gov/climatechange/globalwarming/calculator.html](http://www.epa.gov/climatechange/globalwarming/calculator.html) or other footprint calculator – 2 points

## Set!

- Establish an organizational energy reduction goal – 5%, 10%, 15%, etc. – 2 points

## Go!

- Conduct an indoor comfort survey with staff and discuss results – would people be comfortable with less air conditioning or heat? - 1 point
- Survey the energy efficiency of your heating, cooling, and ventilation equipment, computer equipment, and appliances (including age and relative condition) - 1 point
- Set back thermostat 1 degree (cooler in winter, warmer in summer) – 1 point
- Conduct a lighting assessment – 1 point
- Use natural lighting whenever possible – 1 point
- Keep all outside doors closed when using heating or air conditioning – 1 point
- Make use of task lighting to minimize overhead room lighting – 1 point
- Install motion sensors for your lighting – 1 point; 1 additional point for every 3 additional sensors
- Replace 50% of incandescent bulbs with CFLs or LEDs – 1 point
- Replace 100% of incandescent bulbs with CFLs or LEDs – 2 points
- Put exterior lighting on timers or photo sensors – 1 point
- Set thermostats to recommended Energy Star settings – 1 point
- Set water heaters at 120 degrees Fahrenheit and add an insulation blanket – 1 point
- Replace EXIT signs with ultra-low energy LED EXIT signs – 1 point
- Use window blinds, curtains, solar shades, or solar window screens to decrease heat in the summer and increase heat in the winter – 1 point
- Put office machines on power strips, which are turned off when not in use, and unplug rarely used appliances – 1 point; 1 additional point for every 3 additional strips
- Clean/replace HVAC filters regularly as recommended by manufacturer – 1 point
- Ensure all air vents are unobstructed by office materials or equipment – 1 point

# Water

There are many ways to more effectively and efficiently use water, our most precious resource. Examples include identifying and addressing plumbing leaks ASAP, installing water-efficient devices, and exploring ways in which water can be collected for on-site needs. The way we treat and manage stormwater also contributes to our community effort to protect waterways and watershed.

## Ready!

- Review a year's worth of water utility bills – 2 points
- Establish a baseline of your water use – 2 points

## Set!

- Establish an organizational water reduction goal – 5%, 10%, 15%, etc. – 2 points

## Go!

- Meet with staff to solicit ideas on water-saving options - 1 point
- Conduct an inventory of water fixtures - 1 point
- Minimize irrigation of lawn and landscape areas – 1 point
- Plant drought-tolerant, native plants – 1 point
- Irrigate during cooler times of day (usually morning) – 1 point
- Use drip irrigation – 1 point
- Repair plumbing leaks – 1 point per leak
- Replace inefficient fixtures with low-flow varieties – 1 point; 1 additional point for every 3 additional fixtures
- Install no-touch sensor water fixtures – 1 point
- Collect and use rainwater – 1 point
- Create signage, such as water-saver reminders in bathrooms and kitchens, to encourage employees and clients to conserve water – 1 point
- Establish guidelines for reducing water use when washing organization's vehicles – 1 point
- Install EPA WaterSense faucets in all bathrooms – 1 point for each faucet
- Install EPA WaterSense toilets in all bathrooms – 5 point for each toilet
- Create a rain garden – 5 points
- Install rain barrels – 3 points
- Protect local waterways by shoveling snow promptly, reducing use of excess salt on sidewalks and parking lots, and using alternative non-chemical melting products and practices when removing ice – 1 point

# Waste Reduction

Consider ways in which you can reduce waste in your business by keeping in mind the three “R”s: reduce, reuse, recycle. If your “waste” can have another life, this means less demand for new materials, and it can save you money on trash collection and tipping fees.

## Ready!

- Review one year’s worth of trash bills and recycling amounts to establish a baseline – 2 points
- Identify your waste streams – 2 points

## Set!

- Establish an organizational waste reduction goal – 5%, 10%, 15%, etc. – 2 points

## Go!

- Meet with staff to solicit ideas on reducing waste - 1 point
- Conduct staff training on the economic and environmental impacts of litter – 1 point
- Does your company recycle? - 1 point if yes
- Standardize the practice of double-sided printing and copying – 1 point
- Use single dispensers for straws and napkins to avoid waste – 1 point
- Eliminate the use of straws – 1 point
- Make newsletters, reports, paycheck vouchers, etc. available online – 1 point
- Convert from Styrofoam and single-use containers to reusable or compostable items – 1 point
- Donate used electronics or use e-waste recycling options – 1 point
- Minimize water bottle use with a water cooler, filtered water pitcher, or by providing reusable water bottles – 2 points
- Reuse office supplies (envelopes, file folders, etc.) – 1 point
- Purchase supplies in bulk instead of single products – 1 point
- Offer discounts or rebates for customers who provide their own packaging (i.e.. bags, cups) – 1 point
- Implement a composting program – 1 point
- Implement digital document storage to reduce paper use – 1 point
- Keep recycling collection separate from trash collection – 1 point
- Use a hand-dryer or towels to eliminate paper waste in restrooms – 1 point
- Compost food waste – 1 point
- Ensure that waste haulers do not create litter during the pickup process. Specify ways to reduce litter during transfer from dumpster to truck. – 1 point
- Publicize your organization’s anti-littering policy on signs and packaging—1 point
- For restaurants, allow customers to choose “no utensils” for take-out orders – 1 point

# Purchasing

Every business or organization, no matter how big or small, buys materials, goods, and services on a daily, weekly, or monthly basis. Can you find opportunities to choose competitively priced options that:

- reduce energy and water demand?
- reduce waste?
- contain recycled material?
- support local businesses?
- are cleaner and safer all-around?

## Ready!

- Review one year's worth of purchasing records to inform future purchasing strategies – 2 points
- Develop an overall organization practice of selecting vendors based on criteria that includes product sustainability and/or sustainable business practices – 2 points

## Set!

- Establish an organizational waste reduction goal – 5%, 10%, 15%, etc. – 2 points

## Go!

- Prioritize selection of products and supplies that incorporate recycled materials (e.g., recycled content carpet, acoustic tiles, garbage bags, etc.) - 1 point
- Purchase computers and similar electronic equipment that are EPEAT certified - 1 point
- Establish a company-wide sustainable or local products purchasing policy – 1 point
- Specify selection of water- efficient plumbing fixtures (i.e., WaterSense certified) in purchasing policy – 1 point
- Use at least 30% or more post-consumer recycled printer/copier paper – 3 points
- Select at least 30% or more post-consumer recycled-content paper products (e.g., envelopes, paper towels, toilet paper, file folders, notepads, etc.) – 3 points
- Install air filters (in the HVAC system or freestanding) that trap airborne pollutants – 1 point
- Use low- or no-VOC paints, finishes, and adhesives – 1 point
- Use “greener” cleaning products (e.g. Greenseal), and insist that cleaning companies you employ also use these products – 1 point
- Pick GreenGuard materials and products (e.g. carpet, textiles, etc.) – 1 point
- Use integrated pest management (IPM) on grounds – 1 point
- Source 25% of purchases locally/regionally (w/in 150 miles) – 1 point

# Transportation

Transportation issues factor into nearly every business, from receipt of materials and products to daily commutes undertaken by employees and members to delivery of goods and services. Your organization can impact the transportation sector in many ways:

- encourage travel-free work practices
- ensure optimal fleet performance
- conserve fuel by implementing anti-idling policies.

## Ready!

- Identify strategies applicable to your business or organization to reduce fuel use (either in your fleet or in employee use and services supply chain) -- 2 point
- Either (a) benchmark transportation costs/fuel use based on fuel purchase records or (b) identify travel patterns of your members/employees and supply chain services – 2 points

## Set!

- Establish a company/organization fuel reduction goal (5%, 10%, 15%, etc.) – 2 points
- Develop a Transportation Demand Management Plan under the zoning code – 2 points

## Go!

- Demonstrate routine vehicle upkeep using three years' worth of vehicle maintenance records - 1 point
- Encourage employees/members to walk, bike, or use public transportation to, from, and during work hours - 1 point per employee
- Integrate online, video, and teleconferencing into meetings – 2 points
- Institute a tele-work schedule policy– 3 points
- Regularly check fleet/employee/member tire pressure for optimal fuel performance – 1 point
- Require selection of fuel-efficient rental vehicles for organizational business – 1 point
- Institute a no-idling policy for organization's vehicles, delivery vehicles, and/or members and customers – 1 point
- Schedule deliveries for off-peak hours or bundle deliveries or services to maximize efficiency – 1 point
- Purchase from local vendors when possible to reduce mileage necessary to source products– 1 point
- Participate in Commuter Connections or Bike to Work Day – 1 point per employee
- Meet with staff to solicit ideas on reducing fuel costs or improving transportation options/transit schedule info – 1 point
- Offer incentives for employees who use fuel-efficient vehicles (EVs/hybrids/cars w/27mpg) – 1 point per employee
- Make bicycle racks visible at customer and employee entrances to your building – 1 point
- Add showers on site or make available a nearby gym (with an organizational subsidized membership) for employees – 1 point